

# Human Resource Department

## System Confidentiality Agreement

I, the undersigned, reviewed and understand the following statements:

- All groups, employee, member, and any other protected health information (PHI) are considered confidential and should not be used for purposes other than its intended use.
- I have an ethical and legal obligation to protect confidential and PHI information used or obtained in the course of performing duties and understand that all the policies on confidentiality apply equally to data stored on the computer and on paper records.
- Authorization to disclose information is made only by managers and only on a need to know basis as part of approval from Human Resources.
- Media contacts concerning any Midwestern Baptist Theological Seminary (MBTS) software or other projects must be referred to the HR Department or the Vice President of Administration.
- Vendors and Contractors are responsible for and are held accountable for communicating MBTS confidentiality policy to their staff.
- Unauthorized use of or access to, confidential information or PHI may result in discipline up to and including termination of contracts. Violation of confidentiality or PHI may also create civil or criminal liability.

## Computer Access Confidentiality Agreement

I, the undersigned, acknowledge that in the course of my work at MBTS or with personnel located at MBTS, I will be privileged to information confidential to MBTS or to an individual employee or Group. I acknowledge receipt of my User ID to the MBTSNetwork and Systems and understand the following:

- My User ID and password (s) (network and application systems) will be used as personal identification for purposes of data access in the same manner as my signature is used for identification.
- I will not disclose my User ID or password to anyone.
- I will never attempt to learn another person's User ID or password.
- I will not attempt to access information on the MBTS network except to meet needs specific to my job/position.
- I will not divulge any knowledge that I gain, with regards to MBTS computer or network security.
- If I discover any breach of confidentiality, or unauthorized access I will notify my manager, who will notify MBTS immediately.
- I understand that personal information such as date of birth are required fields for system access and will be held to the highest levels of confidentiality/security.

### Monitoring Access to Confidential Data

Department of Administration departments, which support computer information systems, will monitor use of the systems and will report access or confidentiality violations immediately to the Director of Information Technology and Vice President of Administration. Allstaff and employees are responsible for immediately reporting any apparent violations of this confidentiality policy to their Managers for action.

I, the undersigned, further understand and agree that the consequences of a violation of the above statements may result in disciplinary action up to and including termination of the relationship as well as possible civil or criminal liability.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Organization/Coop Affiliation: \_\_\_\_\_ Group #: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### MBTS Use Only

MBTS Privacy/Security Signature: \_\_\_\_\_ Date: \_\_\_\_\_